

TRANSPORTATION DEPARTMENT BUS STOP REVIEW

Note: During September, we receive a high volume of requests to audit routes and review bus stops. Bus stop reviews will not be considered until <u>after October 1st</u>. Your child must continue to use his/her assigned bus stop until such time as a review and decision can be made. Drivers are NOT authorized to make stop changes.

Bus stop review requests are made by parents in cases where the assigned stop <u>poses a safety hazard for the student</u>. These are typically situations such as limited sight distance for drivers approaching the students, bus stops on a hill, curve, busy street, etc. Bus stops are assigned with several criteria in mind:

- 1. Bus stops are almost always at a street corner and are strategically placed to group students together. This provides a safe gathering place for students and also allows parents to share the responsibility of monitoring the bus stop if they choose.
- 2. The bus stop, by Ohio law, must be within a half mile of the student's residence.
- 3. The presence or absence of sidewalks or street lights is not a factor in determining bus stops.
- 4. Buses are unable to easily enter dead-end streets or cul-de-sacs which create safety hazards. Limited exceptions may be made when the student lives more than a half mile from the nearest through street.
- 5. Requests will be recorded and processed as soon as possible and a letter will be sent home with the approval or denial. Each bus stop being reviewed is visited by the Transportation Department, so the process may take up to 20 days.

Please remember that Ohio law requires that parents are responsible for their children until they board and after they exit the bus. Due to the large number of students who ride Westlake buses, we are unable to make bus stop changes to relieve parents of that responsibility. This means, unfortunately, that we cannot grant requests simply to allow the parent to monitor the bus stop from their home.

(PLEASE PRINT) School _____ Grade _____ Home Address _ Home Phone Parent/Guardian Name _____ Cell Phone _____ Requesting Review For: Pick Up ONLY ______ Drop Off ONLY _____ Pick Up & Drop Off _____ AM _____ PM ____ Current Bus Number: Assigned Bus Stop Location Requested Review for New Bus Stop Location _____ Reason for this review _____ Parent/Guardian Signature Return completed form to: Westlake City Schools, Transportation Department, 1097 Bassett Road, Westlake, OH 44145 *********************** TRANSPORTATION DEPARTMENT USE ONLY \sqcap Approved □ Disapproved Date Received _____ Start date (if applicable) ______ Director's initials_____

Driver(s) notified ______ Parent(s) notified _____ School notified _____